



Nepean Christian School
In Christ We Grow

DISCIPLINE POLICY & PROCEDURES

1.0	Geoff Wheaton	Creation	?
1.1	Ian Shaw	Revision	28/11/15
1.2	Cameron Nun	Minor Amendments	25/5/15
2.0	Cameron Nunn	Revision in line with AIS recommendations	18/3/21
2.1	Cameron Nunn	Appeals process amended after advice from AIS	19/5/21

Intended Use

This policy and procedural document outlines the school's procedures for managing discipline. The policy is to be made available to all parents, carers, students and staff via the school's website and is available on request in hardcopy form the School Office as required.

Executive Summary

This policy sets out the manner in which discipline procedures will be enacted in the school. It sets out the various steps included in the discipline process from minor through to suspension and expulsion.

We believe:

- Discipline and love are inseparable acts. The Bible makes it clear that God disciplines those he loves (Hebrews 12:6).
- The intention of discipline is to shape the individual towards righteousness, to rebuke wrongdoing, and to protect the community.
- The hope of discipline is to bring about restoration, wherever possible.

Therefore we will:

- Act justly, ensuring our actions are above reproach
- Apply grace and mercy, in seeking restoration wherever possible
- Forgive (noting that forgiveness does not excuse or overlook disciplinary consequences)
- Endeavour to work towards restoration
- Balance both the welfare of the individual and the community

Policy

The School will enact disciplinary practices that enable procedural fairness. Procedural fairness will demonstrate both the hearing rule and the right to an unbiased decision.

The school prohibits the use of corporal punishment in disciplining students attending the school.

The school does not explicitly or implicitly sanction the administering of corporal punishment by non school persons, including parents, to enforce discipline at the school.

Procedures

The school sets out clear expectations of student behaviour through the *Student Code of Conduct*. Students are expected to adhere to the *Code of Conduct* and to follow the directions of teachers and other people with authority delegated by the School.

Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the School, staff members or other students, the student may be subject to disciplinary action.

The penalties imposed vary according to the behaviour and the prior record of the student. NCS uses a referral approach to behaviour management. The school will determine the seriousness of a discipline breach and apply the appropriate discipline response, taking into account the action and response of the child, previous patterns of behaviour, and previous disciplinary actions. Consideration will also be given to the age and maturity of the student and other mitigating factors.

When considering disciplinary matters which may result in a long, out-of-school suspension or expulsion, the procedures adopted will include:

- informing the students of the allegations of misconduct and any other information which may be taken into account
- informing the student of the process which will be followed
- giving the student an opportunity to respond to the allegations
- informing the student that they may seek a review of any decision made in response to the allegations.

Where a serious allegation is raised, the Principal will decide whether the matter needs to be reported to any other authority e.g. police and/or DCJ. If it is to be reported, no further investigation should be undertaken pending the outcome of the Police/DCJ inquiries. The Principal will also undertake a risk assessment as to whether, based on the allegations, that the student should remain at the school while the matter is being investigated and whether any wellbeing support is required.

If the matter does not require reporting to the police or DCJ, the Principal will appoint the Deputy or another senior staff member (Investigator) to conduct a fact-finding inquiry. This will generally involve:

- speaking to witnesses;
- advising the Student (the subject of the allegations) of the details of the allegations and the process that the Investigator will follow – that may be in writing or in person. If the meeting with the Student is about possible criminal conduct or there are wellbeing concerns regarding the Student, a parent or guardian should have the opportunity to be present.; and
- giving the Student an opportunity to respond to the allegations – and the option to do so in writing or in a meeting.

All discussions and interviews will be documented during the Investigation. The Investigator will not discuss the investigation with the Principal prior to providing the results of the Investigation.

Once the Investigator has completed the Investigation and made findings of fact, the Investigator will form a view regarding what disciplinary action may be appropriate. The Investigator will present the evidence of the investigation to the Principal and will make a recommendation to the Principal as to the action to be taken based on the evidence obtained. The Principal will then make a preliminary determination.

Where, in the opinion of the Principal, the offending behaviour is of such a nature that it may result in a decision to suspend or expel, the student's parents will be contacted by phone (and confirmed in writing) and invited in for an interview with the Investigator and Principal. During the interview the parents will be informed in writing of:

- the alleged infringement and the evidence that has been considered;
- the preliminary determination;
- the procedures to be followed which will include an opportunity for a parent or carer to respond to the preliminary determination prior to a final determination being reached; and
- the right of review of appeal against the decision or the findings or both. The method of appeal will be in accordance with the school's *Grievance Policy* located on the school's website.

Parents will be given an opportunity to respond verbally or in writing to the preliminary determination within 48 hours of the meeting. The Principal will take into consideration any information presented verbally or in writing before making a final determination. If the Principal decides that additional inquiries are required, and new information is received, the student and parents will be given an opportunity to respond to the new information.

When a final determination is made to impose a long out-of-school suspension or to terminate the enrolment, the parents will be informed of the decision, and the reasons for the decision, in writing within 48 hours. They will be informed of their right to appeal to the Board in writing, within seven days, in accordance with the school's *Grievance Policy*. Where the Principal has determined that an enrolment will be terminated, a student will be placed on out-of-school suspension during the appeal process.

Where an appeal has been lodged, the parents will be informed, in writing, by the Board of its decision to uphold or overturn the decision of the Principal within seven days of the appeal being considered.

The Board's decision is not subject to review or appeal.

Referral System

	Who	Behaviour	Strategies available
1	Teacher managed	<ul style="list-style-type: none"> • Most classroom & playground behaviour • Uniform • Technology breaches 	<ul style="list-style-type: none"> • Explain • Divert • Reprimand • Warnings • Confiscation • Time out • Seating plans • Behaviour goals • Parent contact • Detentions
2	KLA or Stage Leader	<ul style="list-style-type: none"> • Persistent misbehaviour • Ongoing unkindness • Rudeness or defiance • Ongoing technology breaches of a less serious nature 	<ul style="list-style-type: none"> • Short term withdrawal from activity • Confiscation • Detention • Behaviour card • Social Story • Restoration action • Parent contact • Must record on Edumate
3	Head of School	<ul style="list-style-type: none"> • Serious or persistent misbehaviour • Aggressive behaviour • Truancy • Significant or persistent unkindness • Misbehaviour in a public context • Significant rudeness or defiance • Significant technology breaches • Retaliatory behaviour 	<ul style="list-style-type: none"> • Withdrawal from class (less than a day) • Confiscation • Detention • Behaviour card • Social Story • Restoration action • Must make parent contact • Must record on Edumate
4	Deputy Principal	<ul style="list-style-type: none"> • Very serious or serious persistent misbehaviour • Aggressive behaviour or assault • Bullying and intimidation • Using or bringing illegal substances • Very significant technology abuses • Significant retaliatory behaviour 	<ul style="list-style-type: none"> • Suspension (in-school) up to one week. • Confiscation • Detention • Behaviour card • Restoration action • Contact police • Review of enrolment • Must make parent contact • Must record on Edumate